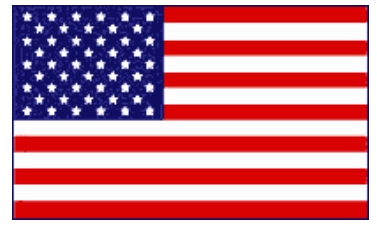




PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY * Amended 05/06/09

1. <u>Announcement Number</u> T38-09-0187-LS	2. <u>Title, Series, Grade, Salary</u> Health Information Management Intern FS GS-669-5/7/9/11 \$32,353 to \$77,097 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> 8am – 4:30pm M-F	4. <u>Duty Station</u> Business Office, Portland Division
5. <u>Type & Number of Vacancies</u> Temporary NTE 2 Years 1 Full-time position	6. <u>Contact</u> Human Resources 503-273-5236	7. <u>Opening Date</u> 05/04/09	8. <u>Closing Date</u> 05/18/09

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

MAJOR DUTIES:

This position is under the Technical Career Field (TCF) Internship Program.

A mobility agreement and statement of understanding will be required upon acceptance of this position.

The Portland VA Medical Center (PVAMC) is a 303-bed consolidated facility with two main divisions. The health information management section and the medical record system which supports a full range of clinical programs which include: 1. Medical Center with four community based outpatient clinics (CBOCs), located in East Portland, Bend, Salem and Camp Rilea in Oregon. 2. The Vancouver, WA division of the Portland VAMC. This campus houses primary care and long-term rehabilitation programs, including substance abuse services and a skilled nursing facility.

The Health Information Management Intern (HIMI) position is located under the Business Office Service at the Portland VAMC. All health information and medical record functions are essential to the optimal operation of a federally owned and operated health care facility; the execution of some duties are written in and legislated by law.

Under the general direction of the health information Management Preceptor and/or designees, the HIMI observes and learns to perform HIM technical service in a developmental capacity. Observes and learns to provide advisory and technical services on medical record issues to both HIM and medical center staff.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G33) for GS-669 series applies and may be reviewed in the Human Resources Management Service Office.

Basic Requirements:

- Citizenship:** Citizen of the United States. (Non-citizens may be appointed when it is not possible to recruit qualified candidates in accordance with chapter 3, section A, paragraph 3g, this part.)
- Education or Experience:**
 - Experience:** a. Three years of experience in the field of medical records that included the preparation, maintenance, and management of medical records and health information systems. At least one year of this experience must have been comparable to GS-4 level. OR an associate's degree in health information field plus one year of experience that included preparation, maintenance and management of medical records and health information systems.
OR
 - Education:** Education equivalent to a baccalaureate degree from an accredited university or college.
OR
 - Experience/Education Combination:** Equivalent combinations of experience and education may be used to meet basic requirements.

(Continued on next page)

Specialized Experience:

1. **GS-5:** none beyond basic requirements.
2. **GS-7:**
 - a) **Experience:** In addition to the basic requirements, at least one year of experience comparable to the next lower grade level. In addition, the candidate must demonstrate the assigned KSAs.
 - OR**
 - b) **Advanced Entry Level Placement.** See VA Handbook 5005, Appendix G.
 - c) **Demonstrated Knowledge, Skills and Abilities.**
3. **GS-9:**
 - a) **Experience:** At least one year of experience at the next lower grade level that demonstrates the knowledge, skills, abilities and other characteristics described at that level. In addition, the candidate must demonstrate the assigned KSA's.
 - OR**
 - b) **Education:** Education equivalent to two full years of progressively higher level graduate education or master's or equivalent graduate degree from an accredited college or university in a field directly related to health information.
4. **GS-11:**
 - a) **Experience:** At least one year of experience at the next lower grade level that demonstrates the knowledge, skills, abilities and other characteristics described at that level. In addition, the candidate must demonstrate the assigned KSA's.
 - OR**
 - b) **Education:** Education equivalent to three full years of progressively higher level graduate education or a Ph.D or equivalent doctoral degree from an accredited university or college in the field of health information.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

Applicants must demonstrate through their experience or education that they possess the following published KSAs(from VA Handbook 5005) for the grade at which they wish to apply (and grades below that grade if applicable):

GS-5: None beyond the basic requirements.

GS-7:

1. Comprehensive understanding of clinical classification systems and nomenclatures.
2. Ability to provide advisory and technical expertise on a range of health information management/medical record issues to staff, management, and the general public.
3. Ability to use data collection and analytical techniques for purposes of review, quality control, studies and analysis.
4. Knowledge of and ability to use and evaluate software programs and information systems relative to health information services.
5. Knowledge of anatomy, pathophysiology, and medical terminology.

GS-9:

1. Ability to interpret and apply knowledge of clinical classification systems such as International Classification of Diseases (ICD), Current Procedural Technology (CPT), the Systematized Nomenclature of Medicine (SNOMED), and the healthcare Common Procedure Coding System (HCPCS).
2. Ability to determine and evaluate compliance with the standards of regulatory and accrediting bodies such as the Joint commission on the Accreditation of Healthcare Organizations (JCAHO), the Centers for Medicare and Medicaid Services. Etc.;
3. Ability to provide technical advice and/or provide oversight on health information issues. This includes skill in interpreting and adapting health information management guidelines that are not completely applicable to the work or have gaps in specificity;
4. Ability to extract information, generate reports from various databases (e.g. clinical, financial), and analyze data including a consideration of such issues as applicability validity, reliability, and the quality and characteristics of the data sources, etc.;
5. If the position is supervisory in nature, ability to successfully apply principles and techniques of sound human resource management;
6. If the position is supervisory in nature, skill in administrative management, i.e., budgeting, contracting, procurement, property management; and
7. If the position is supervisory in nature, ability to delegate authority, evaluate and oversee people and programs, accomplish program goals, and adapt to changing priorities.

GS-11:

1. Skill in project management and process improvement, which includes the ability to develop new or improved solutions to complex technical problems in health information management;
2. Ability to advise management and staff about adequate medical record documentation, health information services, and/or computerized patient records based on current statutes and standards;
3. Ability to plan for, justify, test, assess, and/or advise about the use of current and future software programs or

- information systems, implement and integrate such products into current health information management processes, and recommend changes in policies or procedures;
4. Ability to interpret, implement, and apply knowledge of privacy and confidentiality requirements affecting individual patient/protected health information;
 5. Demonstrated comprehensive knowledge of medical and legal requirements related to both paper and electronic medical records;
 6. Ability to communicate and negotiate with professionals in higher level positions;
 7. If the position is supervisory in nature, ability to plan, develop, direct, and evaluate health information or related functions;
 8. If the position is supervisory in nature, ability to successfully apply principles and techniques of sound human resources management; and
 9. If the position is supervisory in nature, skill in administrative management, i.e., budgeting, contracting, procurement, and property management.

CONDITIONS OF EMPLOYMENT:

- Mobility Agreement must be signed
- If a current federal employee applicant will also be required to sign a statement of understanding.
- * RHIT or RHIA credentials must be obtained by the end of the first year in the program.
- * Intern is expected to travel during the program
- This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213). Public law No. 108-170 converts this occupational series from the competitive civil service to the Hybrid Title 38 employment system.
- Applicants without prior federal service will be appointed at step one of the grade
- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- All information submitted to this VA Medical Center is subject to verification by VetPro.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- [VACareers](#) has descriptions of all Title 38 Jobs and their benefits.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Applicants must submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point

Veteran's Preference).

- b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.
5. Copies of all current licenses, registrations, or certifications (applicable to job).
 6. **A copy of your college transcripts** (may be unofficial)

All application packets must be received in Human Resources by Close of Business (COB) on 05/18/09.

Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr>

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: T38-09-0187-LS

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**